

~~SECRET~~

12 APR 77

12 April 77

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Increase in the Comptroller Table of Organization and Ceiling.

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 10.

2. The Comptroller requests an increase of one (1) position (GS-5 Tabulating Machine Operator) in the Machine Records Division T/O and an increase of one (1) in the personnel ceiling. Funds are available to support the additional position (Tab A).

3. A study made by the Business Machines Service Staff, Management Staff indicates the proposal is sound (Tab I).

4. Subject request is justified as follows:

a. To meet increased machine workload in the Machine Records Division resulting from the implementation of approved programs (Language Development Program and the maintenance of the Personnel History data on a current basis).

b. To revise the system for the machine filing and coding of employee qualifications in order to provide capacity for expansion - the present system limits the number of qualifications that may be coded and the qualifications analysis service rendered.

c. To improve the service by providing up-to-date information, and a more rapid wider range service.

5. While the revised coding system will reduce clerical work performed in the Qualifications Analysis Branch of the Office of Personnel by approximately 1/3 of a person no actual personnel savings will be realized. The potential manpower savings will be used to perform non-machine operations in the implementation of the following programs:

a. Supplement to the Personnel History Statement

b. Language Development Program

Document No. 001

NO CHANGE in Class. ☐

Class. CHANGED TO: AS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 23 Feb 78

By: 822/034

~~SECRET~~

c. Biographic Profile

d. Applicant Files Over Two Years Old

e. Applicant Location Files at Vital Storage.

6. With the equipment now available the proposed method of coding and filing is the most efficient and economical. A feasibility study is to be conducted in the Machine Records Division late this year, at that time all reports prepared by machine equipment will be evaluated. In the meantime approved programs have to be implemented.

7. The above says, not, that the work proposed should be done and that to do it, the Machine Records Division will need one additional individual, and hence one additional 1/8 slot there.

8. The Office of the Comptroller presently has a ceiling of [redacted] positions, and as of the 1st of March a total of on-beards of [redacted]. This difference is 26 ceiling positions. Of these, 13 are committed for new MCP's. This leaves 13 ceiling positions still vacant. The Office of the Comptroller says that they have 25 re-turnees expected over the next "two months" with 5 outgoing, leaving a possibility of 7 more people on board than ceiling positions. The attrition factor would then work on 7 via a vis [redacted].

9. The Comptroller asserts (Tab C) in a supplemental memorandum which I asked him for, that "additional workload cannot be absorbed without additional position and personnel ceiling".

10. I recommend that your party-line here be that the Comptroller can and must absorb this one additional position by any process he chooses, such as double slotting, and let attrition take care of his over-balance when he does reach his ceiling of [redacted], at even indefinite time from now.

Chief, Management Staff

The recommendation in paragraph 10 is Approved

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Bus. Mach. Study
- Tab C - Comments of Comp.

DISTRIBUTION:

- Orig. & 1 - Office of Pers.
- 2 - ID/A
- 2 - Comptroller
- 1 - Mgt/S

Mgt/S/ [redacted] (12 Apr 57)

12 April 1957
 I do not believe that there are 300 different essential reports each month. Comp. should look into this. L. K. WHITE about a reduction
 Deputy Director (Support)
 L. K. White